



Survival Manual

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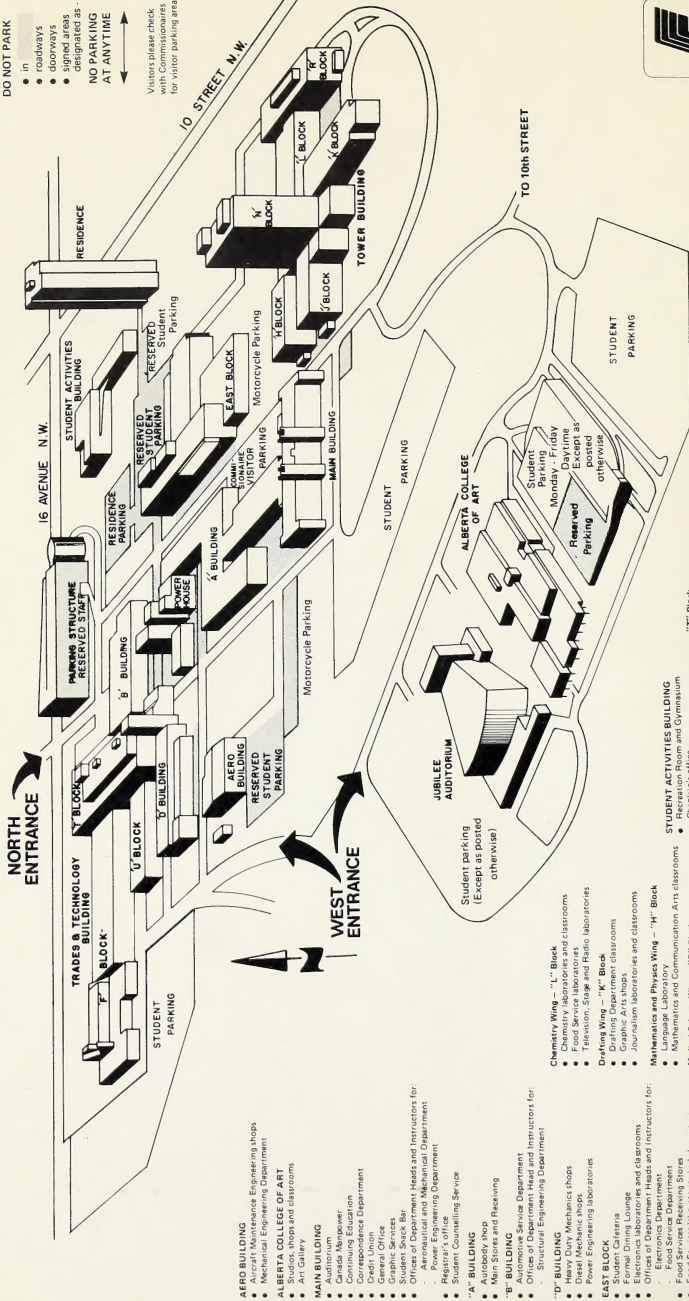
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DO NOT PARK

- in
- roadways
- doorways
- signed areas designated as -
- NO PARKING
- AT ANYTIME

Visitors please check with Commissioners for visitor parking area.



- AERO BUILDING**
- Aircraft Maintenance Engineering shops
 - Mechanical Engineering Department
- ALBERTA COLLEGE OF ART**
- Studios, shops and classrooms
 - Art Gallery
- MAIN BUILDING**
- Auditorium
 - Power Engineering Department
 - Continuing Education
 - Correspondence Department
 - Credit Union
 - General Office
 - Guidance Counselling
 - Student Snack Bar
- Offices of Department Heads and Instructors for:**
- Aeronautical and Mechanical Department
 - Power Engineering Department
 - Continuing Education
 - Student Counselling Service
- "A" BUILDING**
- Autobody shop
 - Main Stores and Receiving
- "B" BUILDING**
- Automotive Service Department
 - Offices of Department Head and Instructor for:
 - Structural Engineering Department
- "D" BUILDING**
- Heavy Duty Mechanics shops
 - Power Technicians shops
 - Power Engineering laboratories
- EAST BLOCK**
- Drafting Department classrooms
 - Graphic Arts shops
 - Journalism laboratories and classrooms
 - Formal Dining Lounge
- STUDENT PARKING**
- Electronics Department
 - Food Services Receiving Store
 - Food Services laboratories and classrooms
- TOWER BUILDING**
- Tower - "N" Block
 - Administrative Offices
 - Learning Resources Centre
 - Offices of Department Heads and Instructors for:
 - Business Education Department
 - Chemistry Department
 - Communication Arts Department
 - Drafting Department

- Chemistry Wing - "L" Block**
- Chemistry laboratories and classrooms
 - Food Service laboratories
 - Television, Stage and Radio laboratories
- Drafting Wing - "K" Block**
- Drafting Department classrooms
 - Graphic Arts shops
- Mathematics and Physics Wing - "H" Block**
- Language Laboratory
 - Mathematics and Communication Arts classrooms
 - Mathematics and Communication
 - Lecture Theatre
 - Medical laboratories and classrooms
 - Offices of Department Head and Instructors for:
 - Medical Science Department
- Physics Wing - "J" Block**
- Bookstore
 - Computer classrooms
 - Media Centre
 - Educational Media Services

- STUDENT ACTIVITIES BUILDING**
- Recreation Room and Gymnasium
 - Chapel of St. Francis
 - Royal Bank of Canada
 - Student Union
 - Year Book and Newspaper office
- TRADES AND TECHNOLOGY BUILDING**
- "F" Block
 - Automotive shops
 - Machine shops
 - Petroleum laboratories and classrooms
 - "G" Block
 - Welding shops
 - Petroleum laboratories and classrooms
 - "H" Block
 - Automotive shops
 - Machine shops
 - Petroleum laboratories and classrooms
 - "I" Block
 - Automotive shops
 - Machine shops
 - Petroleum laboratories and classrooms
 - "J" Block
 - Automotive shops
 - Machine shops
 - Petroleum laboratories and classrooms
 - "K" Block
 - Automotive shops
 - Machine shops
 - Petroleum laboratories and classrooms
 - "L" Block
 - Automotive shops
 - Machine shops
 - Petroleum laboratories and classrooms
 - "M" Block
 - Automotive shops
 - Machine shops
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 - "N" Block
 - Automotive shops
 - Machine shops
 - Petroleum laboratories and classrooms
 - "O" Block
 - Automotive shops
 - Machine shops
 - Petroleum laboratories and classrooms
 - "P" Block
 - Automotive shops
 - Machine shops
 - Petroleum laboratories and classrooms
 - "Q" Block
 - Automotive shops
 - Machine shops
 - Petroleum laboratories and classrooms
 - "R" Block
 - Automotive shops
 - Machine shops
 - Petroleum laboratories and classrooms
 - "S" Block
 - Automotive shops
 - Machine shops
 - Petroleum laboratories and classrooms
 - "T" Block
 - Automotive shops
 - Machine shops
 - Petroleum laboratories and classrooms

- "T" Block**
- Electrical Engineering laboratories and classrooms
 - Offices of Department Heads and Instructors for:
 - Electrical Engineering Department
 - Automotive Department
 - Metals Department
 - Petroleum Department
 - Welding Department
 - Student Shop Bar



CAMPUS GUIDE

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
1201 - 16th Avenue N.W. Calgary, Alberta, Canada T2M 0L4

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A MESSAGE TO YOU FROM THE PRESIDENT

SAIT's managers, faculty and staff join me in giving you a very warm welcome to our campus.

The information in this manual has been prepared by students and administrators to help you find your way on this large campus. We want you to make use of this information and to ask for assistance from our student leaders, faculty, staff, managers and me personally.

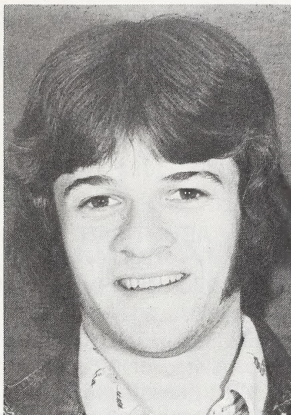
We want you to get all the benefit you can from your SAIT programs and from participation in our athletic, social, and cultural programs. We also want you to support your student government in all of its important projects.

I will do my best to meet you personally in informal ways, and I want you to feel very free to approach me at any time to discuss your activities on and contributions to our campus.

You have my best wishes for success in your academic program.

F. C. Jorgenson
President

A handwritten signature in cursive script that reads "Fred Jorgenson".



A MESSAGE FROM THE PRESIDENT OF THE STUDENTS' ASSOCIATION

It is my pleasure, on behalf of the SAITSA Executive, to welcome all enrolled students of SAIT.

Education is a very broad topic because it appears in all aspects of life. Knowledge is not only gained from reading, writing and arithmetic, but also from everyday functions associated with living. I feel happiness is a strong objective to learn and obtain. So to help achieve this, the SAITSA Executive and I will be working this year to plan and prepare a variety of activities for the enjoyment of all.

If at any time you have a problem, please remember the Executive are here to help you overcome them. At the same time, we would welcome any ideas that would help this upcoming year be more successful.

I look forward to meeting you in the coming year, and the best of luck to you in all academic, athletic and social endeavours.

Dennis Nelligan
President
SAIT Students' Association

ABOUT SAIT

On October 10th, 1976, SAIT celebrated its 60th anniversary.

When it opened its doors in 1916, the Provincial Institute of Technology and Art consisted of 12 staff members, one small school house and 300 students, including 11 full-time day students. It offered four educational programs: Industrial Education, Fine and Applied Art, Commerce, and Domestic Science and Household Art.

Now, over 60 years later, SAIT is a polytechnic which offers career programs in Engineering Technologies, Art, Trades, Applied Arts, Business, and Medical Sciences. Its staff is more than twice as large as the original student body. Sixteen academic departments offer over 50 day programs.

The campus is growing up and out. The 1976-77 term saw the official opening of Phase II of the Technology and Trades Complex, and completely renovated Food Services facilities in the East Block. In addition, detailed planning for SAIT's new Campus Centre has been completed. This large complex will provide comprehensive athletic, recreational and student activities facilities.

ACADEMIC INFORMATION AND REGULATIONS

ATTENDANCE

Regular attendance is expected in all aspects of every program.

ABSENCE FROM EXAMINATIONS AND TESTS

- a. A student who is absent from any tests or examination without legitimate reason will be given a zero rating. The zero rating will be included in calculations to determine his final rating.
- b. Any student who absents himself from any test or examination for health reasons must report to the SAIT Health Service in person or by telephone prior to the time of the test or examination. Within three days of his return to classes he must report to the Health Service Office. Absence slips excusing a student from an examination will be given to students who: (a) report illness or injury to Health Service Office and are sent home; (b) notify Health Service Office by telephone of their illness or injury and satisfy that office of the validity of their claim; (c) present a doctor's certificate to Health Service Office verifying absence due to illness or injury.
- c. When a student produces a medical certificate from the Student Health Service or other proof of legitimate absence, he will not be given a zero rating for the missed test or examination. The final rating will be calculated from the other available assessments of the student's work.

BOOKSTORES

The SAIT Bookstore is located on the Fourth Floor Physics Wing, of the Tower Building. Required and optional textbooks are carried for all programs, as are necessary supply items. The Bookstore is open Monday through Friday from 8:30 a.m. to 3:45 p.m.

An extension of the Bookstore is located in the basement of the College of Art building. This ACA Bookstore carries all art equipment and supplies necessary for that department, and its hours of operation are the same as those stated for the main Bookstore.

Continuing Education students are also catered to from both stores. Hours of service are posted at wickets. Note: All SAIT Students have the right to purchase from either store.

EQUIPMENT AND TOOLS

While SAIT provides all machine tools and special equipment, students in the various programs are required to provide their own hand tools, drafting instruments, laboratory or protective clothing, etc. Students are advised not to purchase this equipment until after registration and receipt of an authorized list.

ALBERTA SOCIETY OF ENGINEERING TECHNOLOGISTS

SAIT students enrolled in any of the certifiable engineering, geological or geophysical technologies may join a SAIT student group of ASET known as SAETS (SAIT Association of Engineering Technology Students) which was constituted on campus in 1974. Technology students are themselves responsible for their Association on campus and are invited to request any direction or assistance they require from the ASET office. The annual membership fee is \$7.50, part of which is returned to SAETS. SAIT student members will receive all Society publications, and are eligible for group car and homeowner insurance and employment services. They may also take part in Calgary Chapter activities without voting privileges.

Upon leaving SAIT, graduates are eligible for associate membership in ASET and will continue to receive the Society publications and participate in the Chapter activities.

After SAIT graduates have completed a minimum of two years of acceptable industrial experience they may become fully certified members of the Alberta Society of Engineering Technologists. The categories of membership in ASET are: Engineering Technician, Senior Engineering Technician, Engineering Technologist, Senior Engineering Technologist.

Information is available from the Alberta Society of Engineering Technologists at 240 One Thornton Court, Edmonton, Alberta, T5J 2E7.

Certified Engineering Technologists may apply for commissioning as officers in the Canadian Armed Forces. For further information on qualifications for entry into the Canadian Armed Forces, contact the Recruiting Centre at 522 8 Ave. S.W., Calgary. Phone: 269-6736.

WITHDRAWAL

A student who wishes to withdraw from SAIT must proceed as follows:

1. Report to the Registrar's office and obtain an official check-out form.
2. Have the check-out form completed as per instructions.
3. Return the completed form to the General Office for final clearance.

NOTE: Failure to complete the withdrawal form will result in forfeiture of any entitlement to refunds.

EVALUATION

A student's final standing is determined by his progress throughout the entire year or quarter, taking into consideration classroom tests and examinations, laboratory work, essays, reports and projects together with classroom participation.

GRADING SYSTEM

1. This system applies to all subjects offered for credit whether in regular day or continuing education programs.
2. The quality of a student's work in each subject of a program shall be denoted by a letter grade as follows:

A Excellent	4 grade points
B Commendable	3 grade points
C Acceptable	2 grade points
D Marginal Pass	1 grade point
F Failure	0 grade points

In some program subjects are prescribed but are excluded from G.P.A. computation. Student performance in such subjects shall be indicated by either "Pass" or "Fail".

3. Each grade shall be coded as one of the following:
 - a. CR— "Credit Rating" — this grade may be awarded to a student who has successfully completed equivalent subject material but the grade previously earned cannot be converted to a specific SAIT grade.
 - b. CMR— "Credit Mark Rating" — this grade may be awarded to a student who has successfully completed equivalent subject material in a program at NAIT or SAIT or at other institutions which teach SAIT's prescribed curriculum.
 - c. E— "Final Grade"— this is a grade earned through evaluation of a student's work.
 - d. X— "Incomplete" — this grade is awarded to a student who has not completed a satisfactory portion of the subject matter or assessments and cannot therefore be awarded a final grade.
 - e. W— "Withdrawal" — this grade is awarded to a student who officially withdraws from a subject.
4. Each subject shall carry a subject weighting determined by the department concerned and which shall be published in the Calendar.

5. A grade point average (G.P.A.) shall be calculated by:
 - a. multiplying each grade achieved by the weight for that subject.
 - b. totalling the weighted grade points from a.
 - c. dividing the total from b. by the total of the subject weights.

Grade Point Average
(G.P.A.)

$$= \frac{\text{Total of (Grade x Subject Weight)}}{\text{Total of Subject Weight}}$$

6. Cumulative grade point average (CGPA) is the same calculation repeated for all marks received during a normal school year.
7. Students may be granted a "W" grade at any time up to the mid-point of a quarter. After this point, any student who withdraws from a subject will be given an "F" grade.
8. Students granted an "X" grade must complete the subject before the mid-point of the ensuing quarter, otherwise the grade reverts to an "F".
NOTE: Students with an "X" grade must have the written approval of the home Department Head before progressing to the next quarter.
9. Credit mark ratings and failures are used in the calculation of G.P.A.'s; credit ratings and withdrawals are not.
10. When a deficiency is cleared or a grade is changed, the higher grade shall be used for purposes of calculating a G.P.A. or C.G.P.A.

APPEAL OF GRADES

1. A student may appeal his grade in any subject within 30 days of the date shown on the statement of marks.
2. Appeals must be submitted in writing to the subject Department Head and be accompanied by a \$5.00 fee.

PROGRESSION

1. In order to progress to the next year or quarter a student must attain a grade point average of 1.00 or higher. Students enrolled in programs which have specific prerequisite subjects as outlined in the Annual Calendar must pass the prerequisite subjects in addition to attaining a G.P.A. of 1.00 or higher in order to advance in those subjects. All students enrolled in Medical Science programs must in addition to passing all prerequisite subjects attain a G.P.A. of 1.50.
2. A student who fails a year or quarter may, with the approval of the Department Head, be permitted to repeat the year or

quarter. A student permitted to repeat will be given the privilege of taking a credit mark rating in subjects in which he or she has attained a "C" or higher grade in the previous program.

3. A student who fails a subject or subjects within a program must arrange with the subject Department Head to clear any deficiencies and must attain a grade of "D" or higher in the deficient subjects in order to be awarded a Diploma.
4. Only one repetition of a year or quarter will be permitted.

SPECIAL STUDENTS

1. Special students will register as such at the commencement of a quarter. Students converting to special status after the mid-point of a quarter will be given an "F" grade in those subjects from which they have withdrawn.
2. A special student must apply to this Department Head when he feels he has met all of the requirements for a diploma. The Department Head will notify the Registrar of any diploma so earned.

DIPLOMAS AND CERTIFICATES

A student who has attained a "D" or higher grading in all subjects within a program of two or more years duration will be awarded a diploma. A student who has attained a "D" or higher grading in all subjects within a program of less than two years will be awarded a certificate. All students enrolled in Medical Science programs must attain a "D" in all subjects and an overall G.P.A. of 1.50 before a diploma or certificate is issued.

HONOURS

1. An honours diploma or an honours certificate will be awarded to students having an average G.P.A. of 3.5 or higher on the first attempt of all subjects.
2. For programs of more than two normal school years duration, the awarding of an honours diploma shall be based upon the last two years of the program.
3. There is no limit on the number of credit ratings or credit mark ratings which may be counted towards an honours diploma.

CLEARING OF DEFICIENT SUBJECTS

Students who have failed a subject in a program must make provision for clearing the deficiency through the subject Department Head.

Methods of clearing subject deficiencies are:

- (a) by successful completion of a special assignments;
- (b) by successful writing of an examination;
- (c) by registering as a repeating student and completing the subject successfully;
- (d) by registering in the Continuing Education Division and completing the subject (or a suitable equivalent) successfully;
- (e) by such other arrangements as may be satisfactory to the Subject Department Head.

Before attempting to clear a subject deficiency, ensure that the method of clearing the deficiency has been approved by the **Subject Department Head**.

CONFIDENTIALITY

SAIT assumes responsibility for the confidentiality of student records. No information about a student's academic record will be released to a third party without the written permission of the student concerned.

Faculty and Administrative Officers of the Institution who have a legitimate interest in the academic record of a student and require such information to better serve the interest of the student, will be permitted access to the student's record.

A student has the right to inspect his academic record (from which transcripts are made) and is entitled to an explanation of the information recorded on it. When the original is shown, examination should be permitted only under conditions which will prevent its alteration or mutilation.

The original permanent record cards are not to be removed from the Registrar's Office.

CONTINUING EDUCATION

Students may wish to take advantage of the evening courses offered at SAIT and elsewhere in the city. SAIT's Continuing Education Division offers evening courses in a wide variety of subjects. Full information is available from the Continuing Education Office on the main floor of the Main Building.

A day class student who desires to take a Continuing Education Division course for credit for day class diploma purposes must obtain a written diploma commitment from the Academic Director of either the Applied Arts, Technologies or Trades Division, prior to taking the course. Such a student may be requested to withdraw from the course at any time if his academic achievement in the day class program is considered unsatisfactory. No portion of the fees, other than the tool deposit, will be refundable.

Any day class students taking non-credit courses in the Continuing Education Division must first obtain the approval of his Department Head before registering.

UNIVERSITY TRANSFER

ADMISSION

Admission to an Alberta university will be granted to an applicant who successfully completes at least one full year of study at SAIT, and is recommended by SAIT, in writing, as having satisfied the appropriate matriculation requirements or their equivalent. Where selection procedures are involved in admission to a program, each applicant shall be treated on the same basis as any other person seeking admission to that program.

TRANSFER OF CREDITS

Universities will grant credit either on a course by course basis in the form of specific credits for individual courses or groups of courses taken at SAIT. Credits will be transferred to the extent that they meet the program, residence and promotion requirements of the degree program which the student wishes to enter. A university may grant advanced credit or advanced placement on an individual basis, as decided by the Dean of the Faculty concerned.

SAIT students considering university transfer should consult with the Registrar for details prior to making application to a university.

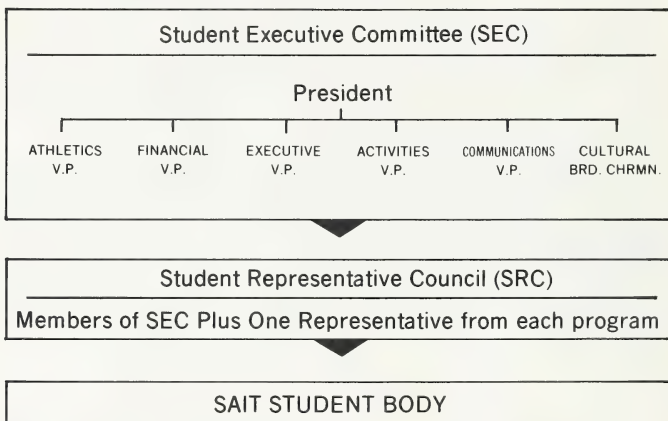
STUDENTS' ASSOCIATION

INFORMATION ON STUDENT GOVERNMENT

PURPOSE OF STUDENT GOVERNMENT

- acts as the representative body for all SAIT Students.
- administers student affairs and student funds;
- develops and maintains unity among SAIT Students.
- provides initiative in the development of cultural, social and athletic programs of interest to SAIT Students;
- on behalf of SAIT Students provides effective liaison with the administration of SAIT, with other post-secondary institutions and with the community;
- advances the cause of post-secondary education.

STRUCTURE OF STUDENT GOVERNMENT



The Student Executive Committee (SEC) is elected annually in the spring of each year and holds office until the spring of the following year. Any regular day student is eligible to be nominated for a position on the Student Executive Committee. The SEC is responsible for co-ordinating the Student Representative Council and representing the students as individuals, or the student body at large, in all matters concerning SAIT, on or off Campus.

The Student Representative Council (SRC) is comprised of the SEC plus one member from each program on Campus. This member is elected or selected from his/her program to serve on SRC for the entire term.

The SRC deals with all matters of mutual concern to the student body at large. In view of the foregoing it is absolutely

imperative that representatives to SRC be conscientious, thinking people and should be selected on this basis. The onus is therefore on each program to assure that it is represented by the best possible person.

STUDENT REPRESENTATIVE COUNCIL MEETINGS

During the 1976-77 term SRC meetings will be held every Monday at 4:10 p.m. in room 107, Student Activities Building. The initial meeting in the 1976-77 term will be held on October 4th.

Subject to adequate seating any member of the Students' Association may attend a meeting of the SRC.

STUDENT PUBLICATIONS

Those students who have a literary or artistic talent will find an outlet for their talent on the editorial staff of one or more of the publications sponsored by the Students' Association. The Board of Communications welcomes applications from all students interested in the many positions available. Experience is irrelevant.

The Emery Weal is the Association's Weekly newspaper, and is a member of the Canadian University Press. The paper is informative and keeps you up to date on Campus events and interesting stories involving SAIT. This year's editor, Bill Goodwin, will produce a newspaper nothing less than great. Emery Weal offices are situated in Room G203 upstairs in the Student Activities Building.

"On SAIT" is the Students' Association's yearbook. With the activities that are planned for 1976/77, this year's yearbook promises to be even better than last year's.

The "Student Seeker" contains the names, addresses, programs and phone numbers of all Student Association members and will be available as soon as possible.

DEPARTMENTAL CLUBS

The departmental club plays an important role in campus affairs. Although membership in one's departmental club is not compulsory, it is to the student's advantage to become a member and to participate actively in its on-going program of co-curricular and extra-curricular activities.

Each departmental club has its own constitution, executive, etcetera, and is financially independent of the Students' Association.

DEPARTMENTAL CLUBS ACTIVE ON CAMPUS

Air Conditioning Club
Alberta College of Art Association of Artists
Architectural Drafting Society
Association of Mechanical Technologists
Automotive Service Technology Club
Business Education Society
Chemical Technologists' Association
Club Cuisine
Diesel Mechanics Club
Dietary Service Club
Emergency Paramedics Club
Graphic Arts Administration Club
Industrial Engineering Technology Club
Institute of Electronic and Electrical Engineers
(Student Branch)
Journalism Club
K.V.A. Club
Library Arts Club
Medical Laboratory Club
Medical Records Club
Power Engineering Club
Secretarial Arts Club
Society of Aeronautical Students
Society of Certified Engineering
Technologists and Technicians
Society of Computer Technologists
Society of Petroleum Technologists
Society of Respiratory Technology Students
Structures Club
Survey Club
Tourism and Restaurant Association
Welding Engineering Technology Club

For further information on the departmental club associated with your program, contact your Department Head, a faculty member, or the Co-ordinator of Students Activities.

ASSOCIATION CLUBS

(groups sponsored by Students' Association)

Administrative Management Society
Arts Faire Society
Asian Students' Association
Chess Club
Chinese Students' Association
International Students' Association
Natural Environment Club
New Democratic Party Club
SAIT Amateur Radio Club
SAIT Christian Fellowship Club

SAIT Cultural Board
 SAIT Hypnosis Society
 SAIT Student Theater Club (Cinema SAIT)
 Tai Chi Chuan Club

Any students who feel they have a worthwhile club to form contact the Activities Vice-President, G108, in the Students' Activities Building.

STUDENT ACTIVITIES BUILDING (SAB) DIRECTORY

G118	Custodian
G117	Photography Darkroom
G101	Recreation Room (Rec Room) — table tennis, cabarets, pubs and various activities (available for bookings, contact Co-ordinator of Student Activities)
G105	Poster area, Cabaret preparation, coat check.
G106	Meeting Room
G107	Mixed Lounge — TV, piano and council meetings.
G108	Student Activities Centre — 284-3357
G108A	Co-ordinator of Student Activities — 284-8426
G108B	Co-ordinator of Student Athletics — 284-8426
G108D	Assistant Co-ordinator of Student Athletics — 284-8426
G108E	Legal Advisory Service — 284-8426
G114	SAIT Shop I — 284-3357
Lobby	Vending Machines, Royal Bank — 289-0241
G119A	Natural Environment Program (outdoor equipment rentals)
G140	Gymnasium
G140B	Weight training and workout room
G142	Equipment Room — 284-8426
G201	"On SAIT" — yearbook office — 284-3357
G203	Emery Weal — newspaper office — 284-3351
G207	Campus Chaplains; Amateur Radio Station VE6ANR — 284-3138

STUDENT EXECUTIVE COMMITTEE OFFICES

Telephone 284-3357

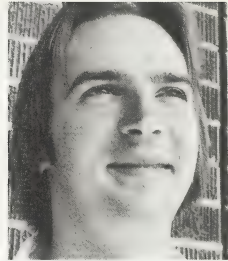
President Dennis Nelligan	G108E
Executive V.P. Mike Sullivan	G108C
Activities V.P. Garry Lunn	G108G
Financial V.P. Jacquie Brooks	G108D
Communications V.P. Terry Miller	G108F
Athletics V.P. Paul McArthur	G108F



DENNIS NELLIGAN
President



GARY LUNN
Activities Vice-President



PAUL McARTHUR
Athletics Vice-President



TERRY MILLER
Communications Vice-President



PETER BAXTER
Cultural Board Chairman



MIKE SULLIVAN
Executive Vice-President



JACQUIE BROOKS
Financial Vice-President

STUDENT SERVICES

BANKING FACILITIES

Banking facilities are located in the Student Activities Building for the convenience of students and staff. A full range of services is provided. Hours of operation are 10 a.m. to 4 p.m. Monday through Thursday, and 10 a.m. to 5 p.m. Friday.

CHAPLAINS

Most major denominations are represented on the SALT Chaplains' Committee. Certain members of this committee are on campus twice a week. A student wishing to consult with a Chaplain should arrange to do so through the Activities Centre, room 108, Student Activities Building, or through the Director of Student Services, room 1109A, Tower Building.

COPYING AND PRINTING SERVICES

Students requiring copying work in connection with term papers, etcetera, will find equipment available for this purpose at the following locations:

1. Learning Resources Centre,
second floor, Tower Building.
Coin operated, 5¢ per copy.
2. Graphic Services Main Copy Station,
Room M115, Main Building. Same-size copies up to 11"x17"
reduction services, 6¢ per copy.
3. Graphic Services Copy Station #2,
Room K104, K wing, Tower Building.
Same size and reduction services.
only 6¢ per copy.
4. Graphic Services Copy Station #3,
Room T224, new T Block. Same-size copies,
6¢ per copy.

Student groups and organizations are best advised to discuss their extra-curricular printing needs with Terry Miller, Communications Vice-President, Room 108F, Student Activities Building.

*Please note that the priorities of SALT's Graphic Services Department are geared to providing printed materials for administrative and instructional use. Copying work for individual students can therefore be done only if priorities permit.

COUNSELLING SERVICES

COUNSELLING CENTRES

- For Alberta College of Art Students
—S545 ACA—phone 289-6641
—Counsellor Hugh Wiley—Counselling Psychologist
 - For all other SAIT students—M329 Main Building,
Phone 284-8428, 284-8429, 284-8420
- Counsellors — Fred Dubray—Counselling Psychologist
Judy McAdam—Counselling Psychologist
Al Pellatt—Counsellor
Bob Soley—Counsellor

We can help:

1. Students who are living satisfactory lives now, but who aspire to something new educationally, vocationally or personally.
2. Students coping with the pressures of family life, relationships with friends or a new school environment.
3. Students who would like to know more about their particular aptitudes, interests and abilities.
4. Students seeking great awareness of marital relationships.
5. Students who are investigating the world of work and who desire more information about job opportunities and their career development.
6. Students who require assistance in planning, organizing and completing their academic work.
7. Students who wish to discuss a private concern with a Counsellor.

The SAIT Counsellors welcome new and returning students to another year of campus life. We hope the months ahead will provide you with many new and rewarding experiences.

HEALTH SERVICE

Located in R-41 (North entrance at ground level), Medical Science Wing, Tower Complex, the Health Service provides medical advice and consultation, treatment for illness and emergency treatment for accidents. These services are available to all members of the SAIT community, but may be of particular value to those students whose homes are not in Calgary.

Hours of operation:

7:45 a.m.—6:00 p.m., Monday through Friday, September until June.

8:15 a.m.—4:30 p.m., during Christmas and summer holiday periods.

6:00 p.m.—10:00 p.m., Monday, Tuesday, Wednesday, Thursday while evening courses are in session—October-May.

The Campus Medical Officer is in attendance from 11:00 a.m. to 1:00 p.m., Monday through Friday, except during holiday periods. It is advisable to make appointments to see the doctor through the Health Service receptionist, **except in case of an emergency.**

Phone numbers are: 284-8355—284-8359

Emergency treatment after Health Service office hours may be obtained by going to the Emergency Ward of the nearest Hospital.

It is the student's responsibility to provide comprehensive medical insurance coverage through his own provincial health plan (for medical, x-ray, laboratory, prescription drugs and hospitalization charges). Information on how the Alberta plan ties in with other provincial plans can be obtained at the Health Service Office, R-41. All Nursing Services are free of charge.

Overseas students should note that while they are attending SAIT they are regarded as being residents of Alberta and must therefore register with the Alberta Health Care Insurance Commission.

HOUSING SERVICES

The Student Housing Office is located on the main floor of the student Residence. Phone: 289-5553. Office hours are from 8:15 a.m. to 12:00 noon, 1:00 p.m. to 4:30 p.m. Monday to Friday. The Student Housing Office is not open on week-ends or holidays.

a) Off-Campus Accommodation

Because of Calgary's very low vacancy rate, off-campus accommodation is often very difficult to secure. Students requiring off-campus accommodation are advised to secure their accommodation as early as possible after receiving confirmation of registration from the Registrar's Office. SAIT operates an Off-Campus Housing Office on the main floor of the Residence building. This office lists known available off-campus accommodation suitable for student occupancy. However, because of the scarcity of accommodation generally, no lists of available accommodation are published. Those listings SAIT receives are posted on a bulletin board and may be viewed by students contacting the Student Off-Campus Housing Office.

Any arrangement reached between the student and landlord is a private arrangement between the two parties. As an agent of SAIT the Co-ordinator of Student Housing will provide advice concerning the services students should expect from the obligations he assumes in a landlord-tenant agreement. The Institute does not become a party to the landlord-tenant agreement.

b) On-Campus Accommodation

All enquiries regarding accommodation in the student Residence (located on campus) should be directed to The Co-ordinator, Student Housing at his office located in the student Residence.

IDENTIFICATION CARDS

I.D. cards are issued to each student at time of registration. Identification cards are not transferable and must be presented at the Library whenever books are being borrowed. Students who lose their identification cards may have the card replaced on payment of a \$2.00 fee. The procedure for obtaining a replacement card can be initiated at the Activities Centre, Room G108, Student Activities Building.

LEARNING RESOURCES CENTRE

The LRC is located on the second floor of the Tower Building. Its large and up to date collection of magazines, books, newspapers and audio-visual materials is fully available to all students over 75 hours per week.

New materials in all subject areas are constantly being added to help students get the most current information in their fields, to reinforce classroom work and for in-depth and independent study. The reference staff is trained and ready to assist students in finding information needed in their course work.

The Alberta College of Art Library, a branch of the LRC, is located on the ACA Mall. Supplementing its specialized collections of fine art books and magazines are collections of art exhibition catalogues, pictures, prints and slides. Its services are available to all SAIT students.

When information required is not available at SAIT, the LRC often obtains it from a variety of off-campus sources. In addition, facilities in Calgary which SAIT students may use directly are the Learning Resources Centre at Mount Royal College, and the Calgary Public Library, which maintains a very good technical and reference section downtown. Use may also be made of the University of Calgary Library, by obtaining a temporary university borrower's card from the LRC or the ACA Library.

The SAIT LRC also provides a limited number of calculators, cassette players, and typewriters for student use.

LOCKER FACILITIES

Numbered lockers, without locks, are made available to all students on an assigned basis. Students must provide their own padlocks to safeguard their property. Upon leaving SAIT after each term, all personal possessions and the padlock must be removed from the locker to permit re-assignment. SAIT re-

serves the right to enter and clear the locker within reasonable time after a student has completed a term.

Students are warned to have identification marks — preferably name and address — on all books, instruments and other effects. All personal valuables should be kept on the student's person or secured in his locker. The Institute cannot accept responsibility for any loss of, or damage to, a student's personal property.

A tool check system is used, where applicable, to loan tools and equipment to students for instructional purposes. Upon leaving SAIT, all tool checks, tools and equipment, in good condition, must be returned to the appropriate Store. Failure to do so will result in a charge being levied against the student and SAIT will withhold the statement of marks until the account is cleared.

LOST AND FOUND

If you find any books, keys, or other personal property, please leave them at Main Stores in the A Building. If you have lost an item, enquire at Stores.

MAIL

On a temporary basis, students may have mail sent care of the institute. This mail can be collected at the Activities Centre, Student Activities Building. Students who have confirmed accommodation in the SAIT Apartments should have their mail sent to:

Apartment _____
1601 - 10 Street N.W.
CALGARY, Alberta T2M 4N1

Outgoing mail is picked up on a regular basis from mail boxes at the front entrances of the Main Building and the Student Activities Building. Postage can be purchased at the postage machine located at the east end of the main floor, Main Building.

MEALS AND EATING FACILITIES

(a) Cafeterias

The Food Service Department operates three cafeterias. Full course meals and refreshments are available on a cash basis, at reasonable prices, at the following three locations:

Tower Building Cafeteria

Open	Mon.—Thu.	7:30 am to 9:00 pm
	Friday	7:30 am to 7:00 pm
Breakfast	Mon.—Fri.	7:30 am to 9:00 am
Luncheon	Mon.—Fri.	11:00 am to 1:00 pm
Refreshment	Mon.—Thu.	7:00 am to 9:00 pm
	Friday	7:30 am to 5:00 pm

East Block Cafeteria

Open	Mon.—Fri. Friday	7:30 am to 9:00 pm 7:30 am to 7:00 pm
Breakfast	Mon.—Fri.	7:30 am to 9:00 am
Luncheon	Mon.—Fri.	11:30 am to 1:00 pm
Supper	Mon.—Fri.	5:00 pm to 7:00 pm
Refreshments	Mon.—Thu. Friday	to 9:00 pm to 7:00 pm

T & T Cafeteria

Open	Mon.—Thu. Friday	7:30 am to 9:00 pm 7:30 am to 4:00 pm
Lunch	Mon.—Fri.	11:30 am to 1:00 pm
Refreshments	Mon.—Thu. Friday	7:30 am to 9:00 pm 7:30 am to 4:00 pm

(b) Snack Bars

The Main Building Snack Bar is located on the lower floor of the building. This space is provided for students who bring their lunches. Beverages, sandwiches, soup, and fountain items are available.

Open	Mon.—Fri.	8:30 am to 4:00 pm
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Koffee Kounter

At the south end of the Tower Building Rotunda serves light refreshments featuring hot dogs, sandwiches, milk shakes, and soft ice cream. Hours of operation are Monday through Friday, 8:30 a.m. to 3:30 p.m.

The Alberta College of Art and the Trades and Technology Snack Bars provide refreshments during operating hours, which are posted.

All patrons are requested to clear the table used in order to minimize service costs. Receptacles are provided for debris. Lunches may not be consumed in hallways and it is strictly against regulations to remove cafeteria equipment from the dining areas.

Please respect the NO SMOKING signs posted in designated areas.

RESERVATION OF FACILITIES

Facilities required by student organizations for program purposes must be booked through the Activities Centre, Student Activities Building.

SAIT SHOPS

The Students' Association operates three merchandising outlets as a service to the SAIT community. The locations and hours of operation of these three outlets are as follows:

a) Locations

SAIT Shop I—Room 114, Student Activities Building

SAIT Shop II—Rotunda, Tower Complex

SAIT Shop III—Rotunda, Trades and Technology Complex

b) Hours of Operation

	SAIT Shop I	SAIT Shop II	SAIT Shop III
Mon.—Thur.	11 am—1 pm 3 pm—5 pm	8 am—5 pm 6 pm—8 pm	7:30am-8:30am 11 am—1 pm
Friday	11 am—4 pm	8 am—4 pm	7:30am-8:30am 11 am—1 pm

STUDENT LEGAL ADVISORY SERVICE

A legal advisory service is available to all SAIT students and is provided under the auspices of the Students' Association.

Any student who is in need of legal counselling is encouraged to take advantage of this service. The schedule of office hours will be posted outside the Activities Centre, G108.

STUDENT PLACEMENT

The Department of Manpower and Immigration, through its Canada Manpower Centres, operates an on-campus student placement centre. It is operated on a full-time basis, open Monday through Friday.

The office is located in the Main Building, M335. It coordinates all recruiting of Institute graduates carried out by employers for their Canadian operations. Current information regarding employment opportunities in government and private industry is available and those students seeking part-time or summer employment are also encouraged to take advantage of the services offered by contacting the office in the academic year. Office hours are 8:00 a.m. to 4:30 p.m. daily.

ASSISTANCE TO OVERSEAS STUDENTS

Overseas students who have any special problems they wish to discuss are urged to do so with one of the under-mentioned:

Health Services personnel — R-41, Medical Science Wing,
Tower Complex — 284-8777;

Mr. Robert A. Zacharias — Room 412B,
Tower Building — 284-8314;

Mr. A. J. Buttle — Room N1109A,
Tower Building — 284-8400.

For details concerning the "Host Family Plan", overseas students are requested to contact Mrs. Marjorie Gibson, at 286-2289.

Overseas students are urged to participate actively in the ongoing program of the International Students' Association.

DAY CARE

SAIT does not have a Day Care facility at the present time. Students requiring a service of this nature should consult with Ms. Judy McAdam, Counselling Centre, Room M-327, Main Building (284-8428) or A. J. Buttle, Director of Student Services, Room N1109A, Tower Building, (284-8400).

STUDENT ATHLETIC PROGRAM

ADMINISTRATION

The athletic program at SAIT is administered by three committees. These are the Institute Athletic Board (IAB), the Students' Athletic Council (SAC) and the Intramural Athletic Council (IAC). Briefly, each committee functions in the following manner:

Institute Athletic Board

The IAB is a policy-making body, and is ultimately responsible for the athletic program. Administration, staff and students are represented on the board.

Students' Athletic Council

Intercollegiate athletics and those athletic activities organized on a club basis are overseen by the SAC. The presidents of the athletic clubs and the representatives of all team sports sit as members of this committee.

Intramural Athletic Council

The IAC concentrates solely on the intramural program. Its membership is derived from the athletic chairmen of the departmental clubs.

ATHLETIC FACILITIES

The athletic facilities on campus are located in the Student Activities Building. The gymnasium houses a regulation collegiate basketball court and two cross courts of high school dimension, eight badminton courts, and two volleyball courts. The multi-purpose recreation area provides additional auxiliary space.

There are four areas of athletic activity at SAIT, allowing for participation according to the individual's capabilities and interests. These are: Intercollegiate Athletics, Intramural Athletics, Recreational Athletics, and Physical Education 600 (Leisure Life Option).

INTERCOLLEGIATE ATHLETICS

Student Representatives

Men's Athletic Vice-President Paul McArthur
Women's Athletic Chairman To be named

Faculty Representative

Ken Tidsbury Co-ordinator of Student Athletics
Murray McAuley Assist. Co-ordinator of Student Athletics

ALBERTA COLLEGE ATHLETIC CONFERENCE (ACAC)

SAIT is a charter member of ACAC, which was organized in April, 1964. Other charter members are Camrose Lutheran College, Lethbridge Community College, Mount Royal College, Northern Alberta Institute of Technology, and Red Deer College. New members are Olds College, Grande Prairie College, Medicine Hat College and Grant McEwan College.

The expanded athletic program of the ACAC includes basketball, hockey, volleyball, golf, cross country, curling, badminton, wrestling, canoeing and bowling. SAIT is the reigning ACAC champion in badminton, mixed curling, men's and mixed bowling and wrestling.

MEN'S TEAMS

Coach

Trojan Badminton Team.....	Rod Pennington
Trojan Basketball Team.....	Terry Kimmel
Trojan Bowling Team.....	Bruce Monkman
Trojan Canoe Team.....	Burt Mathews
Trojan Cross Country Team.....	Paul Whitelaw
Trojan Curling Team.....	Terry Smith
Trojan Golf Team.....	Terry Kimmel
Trojan Hockey Team.....	Bob Moore
Trojan Volleyball Team.....	Duane Tritter
Trojan Wrestling Team.....	R. Serediuk

WOMEN'S TEAMS

Coach

Helena Badminton Team.....	Rod Pennington
Helena Basketball Team.....	Dave Anderson
Helena Bowling Team.....	Bruce Monkman
Helena Canoe Team.....	Burt Mathews
Helena Curling Team.....	Terry Smith
Helena Cross Country Team.....	Paul Whitelaw
Helena Volleyball Team.....	Murray McAuley

SAIT ATHLETIC PASS

Students and Staff can gain admission to all SAIT sporting events by purchasing an Athletic Pass.

ACAC SCHEDULE OF TOURNAMENTS AND MEETS 1977-78

<u>Sport</u>	<u>Dates</u>	<u>Centre</u>	<u>Host</u>
Golf	Oct. 13 & 14	Calgary	SAIT
Cross Country & Canoeing	Oct. 22	Grande Prairie	CPCC
Wrestling	Dec. 3	Calgary	MRC
Bowling, Badminton & Curling	Feb. 10 & 11	Edmonton	GMCC
Wrestling	Feb. 18	Calgary	SAIT

1977-78 HELENA & TROJAN HOME GAME ACAC VOLLEYBALL SCHEDULE

<u>Date</u>	<u>Opposition</u>
Tues., Nov. 22	Olds College
Thurs., Dec. 8	Mount Royal College
Fri., Jan. 13	Medicine Hat College
Sat., Jan. 14	Lethbridge Community College
Tues., Feb. 7	Olds College
Thurs., Feb. 23	Mount Royal College
Feb. 3 & 4	ACAC Championships

1977-78 HELENA & TROJAN HOME GAME ACAC BASKETBALL SCHEDULE

<u>Date</u>	<u>Opposition</u>
Nov. 10, 11, 12	Pre-season Tournament
Fri., Dec. 2	Medicine Hat College
Sat., Dec. 3	Lethbridge Community College
Sat., Dec. 10	NAIT
Fri., Jan. 20	Red Deer College
Sat., Jan. 21	Camrose Lutheran College
Fri., Jan. 27	Medicine Hat College
Wed., Feb. 8	Mount Royal College
Fri., Feb. 17	Grant McEwan College
Feb. 24 & 25	ACAC Playoffs

1977-78 TROJAN HOME GAME ACAC HOCKEY SCHEDULE

<u>Date</u>	<u>Opposition</u>
Sun., Nov. 6	NAIT
Sun., Nov. 13	Camrose Lutheran College
Thurs., Nov. 17	Red Deer College
Sat., Nov. 26	Camrose Lutheran College
Wed., Dec. 7	Mount Royal College
Tues., Jan. 10	Mount Royal College
Fri., Jan. 13	Mount Royal College
Sat., Jan. 14	Camrose Lutheran College
Sat., Jan. 28	Red Deer College
Sun., Jan. 29	NAIT
Sun., Feb. 5	NAIT
Wed., Feb. 15	Red Deer College
Feb. 17, 18 & 21	ACAC Semi Finals
Feb. 24, 25 & March 3, 4, 5	ACAC Finals

4-WEST CHAMPIONSHIP

SAIT is also a charter member of the 4-West Championships which were organized in 1971. The 4-West Championships sponsor championships in selected sports for all non-degree granting colleges and institutions in the four western provinces.

The 1977-78 schedule includes:

Sport	Date	Place
Men's and Women's Basketball, Badminton and Curling	March 2, 3 & 4	Brandon
Men's and Women's Volleyball and Men's Hockey	Mar. 9, 10 & 11	Red Deer

CANADIAN COLLEGE ATHLETIC CONFERENCE CHAMPIONSHIP

Championships in selected sports for all Canadian Colleges (4-West, Ontario, Quebec and Maritimes) have now been initiated. ACAC teams winning 4-West Championships proceed to the CCAC Championships.

Sport	Date	Place
Men's and Women's Basketball	Mar. 23, 24 & 25	Montreal
Men's Hockey	Mar. 23, 24 & 25	Montreal

INTRAMURAL ATHLETICS

Student representatives

Men's Intramural Chairman..... Harvey Brooks

Women's Intramural Chairman..... Brenda Peebles

Faculty Representative

Murray McAuley..... Assist. Co-ordinator of Student Athletics

SEASONAL SCHEDULE OF ACTIVITIES

Exact dates will be posted in the activities calendar as well as the Intramural bulletin board in SAB and the Emery Weal.

Flag Football	Oct. — Nov.
Cross Country Run	Oct.
Tennis	Oct. — Nov.
Golf	Oct.
Hockey	Nov. — Apr.
Basketball	Nov. — Jan.
Turkey Shoot	Dec.
Bowling	Jan. — Mar.
Table Tennis	Jan.
Skiing	Jan. — Feb.
Badminton	Jan. — Feb.
Volleyball	Feb. — Apr.
Rifle Shooting	Feb.
Team Handball	Mar. — Apr.
Swimming	Mar.
NAIT/SAIT Challenge	Apr.
Floor Hockey	May — June
Fastball	May — June

INTRAMURAL SUPREMACY TROPHY

Intramural supremacy points are allocated to the competing departments according to their participation and performance in the various activities. The Intramural Athletic Supremacy Trophy is awarded to the department with the highest accumulated point total at the end of the term.

INTRAMURAL RULES AND REGULATIONS

Eligibility

1. Participation in the intramural program is open to all male and female students who are members of the Students' Association, except as provided.

2. A student who participated in three or more games in intercollegiate competition in a given sport shall be ineligible for intramural competition in the same sport.
3. To be eligible for playoffs, a player must participate in at least one league game of that team.
4. A student must represent his own department in intramural competition. If his department has no entry, application for approval to compete for another department must be submitted in writing to the chairman of the Intramural Athletic Council, through the Co-ordinator of Intramural Athletics.

Entries and Withdrawals

1. All entries must be submitted on the form provided by the stated deadline, to the office of the Co-ordinator of Intramural athletics.
2. A \$10.00 Bond must be submitted along with the official entry form. This bond shall be declared forfeit in the event that the team in question defaults two games of the schedule, otherwise it shall be self-perpetuating and refundable at the end of the season.
3. Eligibility lists need not accompany the entry, but must be on the file in the office of the Co-ordinator of Intramural Athletics at least 24 hours prior to the first league game in which the team participates. A standard form is provided for this purpose.
4. No changes in the Eligibility List may be made after completion of the regular schedule or during play-offs.
5. A request to withdraw from competition must be submitted to the chairman of the Intramural Athletic Council, through the Co-ordinator of Intramural Athletics, at least 48 hours prior to the next scheduled game of the team concerned.

Forfeits

A team shall forfeit any game in which an ineligible player was used.

Postponements

1. Requests for postponements of regular games must be made at least 48 hours prior to the game in question to the chairman of the Intramural Athletic Council, through the Co-ordinator of Intramural Athletics.
2. In the event that circumstances do not permit a request for postponements to be submitted 48 hours in advance, it shall be the responsibility of the athletic chairman of the department requesting the postponement to contact his counterpart in the other department by no later than 1:00 p.m. on the date of the game.

3. A postponement arranged through the procedure outlined on Page 30 must be by mutual consent, viz., the other athletic chairman is not obliged to postpone the game unless he is satisfied that the reasons given are valid ones.

Defaults

1. Any player that does not have the minimum number of players ready to start a game or match within 10 minutes of the scheduled time, shall lose the game by default.
2. Any team defaulting two games, or the same game twice, shall be dropped from the schedule and its \$10.00 Bond shall be declared forfeit.

Game Reports

1. Official game reports will be provided in all sports. The names of the participants must be filled in by the team Captains or Managers, and the report must be properly signed by the game officials, thus attesting to the accuracy of the information.
2. The game report must be submitted to the office of the Co-ordinator of Intramural Athletics by one of the officials, within 24 hours of the conclusion of the game.

Ties in Team Standings

Where a play-off is called for and where two or more teams are tied for a play-off position, the selection of the team to compete in the play-offs will be based on the following in this order:

- a) which teams defeated each other in league play
- b) Points for

Total of Points for Plus Points Against

Game Officials

1. Game officials will be assigned in advance to all intramural contests. Whistles and horns will be provided.
2. Game officials will be paid at the conclusion of the regular schedule, or, where play-offs are involved, after a champion has been named.
3. Dates and responsibilities of game officials shall be as outlined in the official Book of Rules of the sport in question.

Protests

1. All protests must be filed with the chairman of the Intramural Athletic Council through the Co-ordinator of Intramural Athletics within 48 hours of the conclusion of the game in question. The protest must be in writing, and must be signed

by the athletic chairman of the department lodging the protest.

2. The game officials must be notified by the Captain of the team lodging the protest, or by the Athletic Chairman concerned BEFORE THE OFFICIALS LEAVE THE PLAYING AREA. The protest will not be considered otherwise.

RECREATIONAL ATHLETICS

Activities in the program of recreational athletics are operated on a club basis, each club having its slate of officers. The various presidents sit as members of the Student Athletic Council. These athletic clubs are financially dependent on the Student Athletic Department, although in most cases a nominal membership fee is charged. Organizational meetings are held in early October, and students interested in any of these activities should watch for announcements as to date, time and place.

Athletic facilities, equipment and supplies are also available for student use, on an individual basis. Various hours are set aside during the day for free recreational use. The gymnasium and other recreational facilities are generally open from 8:00 a.m. till 10:30 p.m. Monday through Friday and from 10:00 a.m. to 7:00 p.m. on Saturdays, and from 10:00 a.m. to 10:00 p.m. on Sundays. Students and staff are employed in the Sports Equipment Room, located off the gymnasium, to handle requests for equipment and supplies.

Aikido Club

Professional instruction and equipment is available to all interested students.

Archery Club

Professional instruction and equipment is available to all interested students.

Badminton Club

Professional instruction for beginners and for more advanced players is provided.

Curling Club

The Curling Club has ice reserved on Mondays and Thursdays at the North Hill Curling Club. Its membership is restricted to 96 regulars and the rink rosters are made up by the executive of the club. Members are expected to provide their own brooms.

Fencing Club

The Club meets once a week and instruction for beginners and more advanced participants is provided.

Hang Glider Club

Professional instruction is made available and members can reserve the use of the kites.

Karate Club

The Club meets two nights a week under the direction of a professional coach.

Kung Fu Club

The Club meets two nights a week under the direction of a professional coach.

Rifle and Pistol Club

Professional instruction and equipment is provided.

Rodeo Club

The club is quite active and the members participate in local and district rodeos.

Ski Club

Several Ski trips are arranged during the year. Members are able to take advantage of group rates and there is some additional subsidization by the Students' Athletic Department.

Sky Divers Club

The Club has its own drop zone, facilities, equipment and professional instruction.

Soccer Club

Several SAIT soccer teams are formed each fall and they compete in the Calgary College Indoor Soccer League. Teams from the University of Calgary and Mount Royal College also compete in the League.

Table Tennis

There are 16 portable tables located in Room 101 (Recreational Room) of the Student Activities Building. Students may check out bats from the sports equipment room.

Weight Training

The weight room is situated off the gymnasium and contains various weight training apparatus and equipment. Weight

training information and program charts are available from the Student Athletic Office.

PHYSICAL EDUCATION 600 (Leisure Life Option)

PHED 600 is offered as an enrichment option through the Student Services Division. This elective subject is designed to expose the student to a variety of fitness and leisure time activities, i.e. archery, badminton, bowling, camping, skiing, swimming, tennis, etcetera.

Students who are interested in taking PHED 600 as a credit option must obtain the approval of the home Department Head.

Students may also enroll in the class on a non-credit basis.

GYMNASIUM REGULATIONS AND PROCEDURES

Dress

While participating in athletic activities, students must be attired in gym shorts or sweatsuit, sweat socks, and basketball or tennis shoes. There will be no exceptions to this rule. Positively no street clothes will be allowed.

Storage Lockers

All students may reserve a storage locker at the Athletic Equipment Room Office. A key deposit of \$1.00 is required. This deposit is returned to the student when the key is returned at the end of the term.

Towel Service

Students who have rented a storage lockerette should take advantage of the towel rental service. A \$1.00 towel deposit and a \$1.00 towel laundering charge is required. The towel deposit is returned to the student when the towel is returned at the end of the term.

Dressing Lockers

A student is entitled to use any vacant dressing locker, but THE ONUS IS ON THE STUDENT TO PROVIDE HIS OWN PADLOCK. Under no circumstances may a padlock be left on a dressing locker beyond the duration of the student's immediate activity. ALL PADLOCKS FOUND ON DRESSING LOCKERS BEYOND THIS NORMAL DURATION WILL BE REMOVED AND WITH NO REIMBURSEMENT TO THE STUDENT FOR THE COST OF THE PADLOCK.

Students are warned against leaving a dressing locker unlocked while using the gym facilities.

Students using the locker room facilities should immediately notify the Co-ordinator of Student Athletics of any losses due to theft. Normal precautions should prevent any such occurrences.

Abuse of Facilities and Equipment

Abuse of facilities and equipment will result in disciplinary action being taken against the student or students concerned.

Athletic Injuries

First aid facilities are provided in Room 130 which is at the north end of the Men's Locker Room. A stretcher and a good stock of first aid materials are kept in this room at all times. If the nature of the injury is such that emergency treatment of a professional nature is required, the injured student should be immediately taken to the Emergency Clinic at the Calgary General Hospital or Foothills Hospital.

The phone numbers of ambulance services, and of several doctors who practice in the immediate vicinity of the Institute, are posted on the wall of the First Aid Room, and at other points in the SAB.

Athletic Injury Insurance

Students are encouraged to take out accident insurance. The forms for same can be picked up at the Student Activities Office in the SAB.

Students should report, at their earliest convenience, any athletic injuries that they have suffered to the Health Service Office (R-43) in the Tower Building.

Gymnasium Schedule

The gymnasium schedule for the current year will be posted as soon as the times have been allocated to the various groups concerned.

INFORMATION SOURCES AT SAIT

ACADEMIC CALENDARS

Regular Day Programs:

The Registrar

M-135, Main Building

Phone 284-8413

Continuing Education Programs:

Director of Continuing Education

M-128, Main Building

Phone 284-8446

Correspondence Courses:

Correspondence Office

M-117, Main Building

Phone 284-8442

ACTIVITIES PHONE

Call 284-3350 for current information concerning on-campus activities.

ALUMNI ACTIVITIES

Director of Student Services

N-1109A, Tower Building

Phone 284-8400

ATHLETICS

Co-ordinator of Student Athletics

G-108B, Student Activities Building

Phone 284-8426

AUDIO-VISUAL AND INSTRUCTIONAL MATERIALS

Educational Media Services

N-414, Tower Building

Phone 284-8475

BANQUETS AND CATERING

Food Service Department

E-178, East Block

Phone 284-8612.

BOOKS AND SUPPLIES

SAIT Bookstore

J-401, Tower Building and

Basement, College of Art

BUILDING SECURITY

Commissionaires
Main Floor, DPW Building
Phone 284-8605

CALENDAR OF CAMPUS EVENTS

Co-ordinator of Student Activities
G-108A, Student Activities Building
Phone 284-8426

CAMPUS CHAPLAINS

G-207, Student Activities Building
Phone 284-3138

CAMPUS NEWSPAPER

The Emery Weal
G-203, Student Activities Building
Phone 284-3357

CAMPUS RADIO

L-113, Tower Building
Phone 284-8365 (outside line)

CAMPUS TELEVISION STUDIOS

L-wing
Basement
Tower Building

CONTINUING EDUCATION

Continuing Education Centre
M-128, Main Building
Phone 284-8446

COUNSELLING AND TESTING

Counselling Centre
M-327, Main Building
Phone 284-8428 or 8429

EMPLOYMENT

Canada Manpower Centre
M-335, Main Building
Phone 289-4357 or 282-8025

FINANCIAL AID/EMERGENCY LOANS

Registrar's Office
M-135C, Main Building
Phone 284-8413

GENERAL INQUIRIES

The Registrar
M-131B, Main Building
Phone 284-8413

HEALTH SERVICES

Health Services Centre
R-41, Tower Building
Phone 284-8777

HOUSING

For all accomodation needs, contact:
Co-ordinator of Student Housing
Main Floor, Student Residence
Phone 289-5553

I.D. CARDS

Co-ordinator of Student Activities
G-108A, Student Activities Building
Phone 284-8426

LEGAL AID

G-108G, Student Activities Building
Phone 284-3357

OVERSEAS STUDENTS (Special Assistance)

Health Services Personnel
Health Services Centre
R-41, Tower Building
Phone 284-8777

SAFETY

To report some unsafe condition on campus, contact:
F. W. Edwards
Chairman, Safety Committee
Room T-468
Phone 284-8641

STUDENT ACTIVITIES

Co-ordinator of Student Activities
G-108A, Student Activities Building
Phone 284-8426

MOTOR VEHICLE INFORMATION

PARKING REGULATIONS

Student cars may be parked on campus according to the following conditions:

1. Restricted Student Parking

(a) Lot 127 Aero Parking area immediately south of the Aero hangar.

(b) Lot 126 Parking area north of the East Block.

Parking fees are charged for these lots in return for power outlets and policing. Applications should be made to the Students' Association for privileges in these lots during the period October 1 to June 30.

2. Open Student Parking

(a) Lot 133 Parking area at the northwest corner of the Campus.

(b) Lot 121 Parking area southwest of the Main Building.

3. Open General Parking

(a) Overflow Lot southeast of the Alberta College of Art.

(b) Jubilee Auditorium Parking area northwest of the Jubilee Auditorium. This lot is available to students on those days when it is not required by Auditorium patrons. The privilege of continuing student use will depend upon its evacuation by students by 4:30 each day.

Parking in zones listed in Items 2 and 3 above, will be on a non-reserved, first-come-first-served basis. No permits or stickers will be used.

The following regulations are in effect 24 hours a day and should be heeded:

1. Back-in parking is not permitted.
2. Unauthorized parking in reserved areas, visitors' areas, roadways and other areas not included in the list above is strictly prohibited.
3. Speed limit on campus is 20 mph.
4. In emergency situations, permission to park in restricted areas may be obtained only from the Commissionaire.

Because of continuing changes due to construction on the campus, these regulations may change from time to time. Notification of these changes will be made in the Emery Weal and on bulletin boards.

MOTOR VEHICLE REGISTRATION —

Non Resident Students

Where a person who ordinarily resides in another province of Canada or in a state or in a country other than Canada enters Alberta and resides therein for a period of time in excess of the six months as provided for by virtue of Section 27(3) of the Highway Traffic Act for the purpose of attending a school, university or college in Alberta as a student on a full time basis, he may use his motor vehicle within Alberta for the period during which he is so attending such school, university or college, and during that period he shall not be required to register his vehicle under the Highway Traffic Act if:

- a. he has complied with and properly maintains motor vehicle registration requirements prescribed by the law of the province, state or country in which he resided before entering Alberta for the purpose of attending school, university or college as a student; and
- b. such certificate or certificates are carried, and such number plate or plates are exposed on the vehicle as are required by the law of that province, state or country; and
- c. satisfies the Registrar of the Motor Vehicles Branch that he is registered at and attending a school, university or college as outlined in the foregoing; and
- d. applies for and obtains a student motor identification sticker; and
- e. notifies the Registrar of the Motor Vehicles Branch of any change of address.

AUGUST/SEPTEMBER, 1977

MONDAY 29		MONDAY 5 Labor Day — Institute closed	
TUESDAY 30		TUESDAY 6	
WEDNESDAY 31		WEDNESDAY 7	
THURSDAY 1 Registration for Fall Quarter begins		THURSDAY 8	
FRIDAY 2		FRIDAY 9	
SAT. 3	SUN. 4	SAT. 10	SUN. 11

J.R. Oglivie & Associates

202, 704 - 11th Ave. S.W.
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255-4451

Alcan Canada Products LTD.

1901, 500 - 4th Ave. S.W.
Calgary, Alberta
262-6106

Willow Park Texaco

635 Southland Dr. S.E.
Calgary, Alberta
271-1212

Zanz Chartered Accountants

121, 1330 - 15th Ave. S.W.
Calgary, Alberta
245-3765

Weed Master Western Ltd.

203, 415 - 3rd St. S.W.
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244-0589

Richmond Texaco

2505 - 26th Ave. S.W.
Calgary, Alberta
249-3553

**Wheel-A-Way Leasing &
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253-9191

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Calgary, Alberta
269-6969

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SEPTEMBER, 1977

MONDAY 12

MONDAY 19

TUESDAY 13

TUESDAY 20

WEDNESDAY 14

WEDNESDAY 21

THURSDAY 15

THURSDAY 22

FRIDAY 16

End of Summer Quarter

FRIDAY 23

SAT. 17

SUN. 18

SAT. 24

Graduation
Exercises

SUN. 25

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SEPTEMBER/OCTOBER, 1977

MONDAY 26

MONDAY 3

TUESDAY 27

TUESDAY 4
Blood Donor Clinic

WEDNESDAY 28

WEDNESDAY 5
Blood Donor Clinic

THURSDAY 29
Classes begin for
Fall Quarter

THURSDAY 6

FRIDAY 30
Shinerama

FRIDAY 7

SAT. 1

SUN. 2

SAT. 8

SUN. 9

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OCTOBER, 1977

MONDAY 10

Thanksgiving Day —
Institute closed

MONDAY 17

TUESDAY 11

TUESDAY 18

WEDNESDAY 12

WEDNESDAY 19

THURSDAY 13

THURSDAY 20

FRIDAY 14

FRIDAY 21

SAT. 15

SUN. 16

SAT. 22

SUN. 23



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OCTOBER/NOVEMBER, 1977

MONDAY 24		MONDAY 31	
TUESDAY 25		TUESDAY 1	
WEDNESDAY 26		WEDNESDAY 2	
THURSDAY 27		THURSDAY 3	
FRIDAY 28		FRIDAY 4	
SAT. 29	SUN. 30	SAT. 5	SUN. 6

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NOVEMBER, 1977

MONDAY 7		MONDAY 14	
TUESDAY 8		TUESDAY 15	
WEDNESDAY 9		WEDNESDAY 16	
THURSDAY 10		THURSDAY 17	
FRIDAY 11 Remembrance Day — Institute closed		FRIDAY 18	
SAT. 12	SUN. 13	SAT. 19	SUN. 20

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272-8871

NOVEMBER/DECEMBER, 1977

MONDAY 21

MONDAY 28

TUESDAY 22

TUESDAY 29

WEDNESDAY 23

WEDNESDAY 30

THURSDAY 24

THURSDAY 1

FRIDAY 25

FRIDAY 2

SAT. 26

SUN. 27

SAT. 3

SUN. 4

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261-7660

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263-5990

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Rosemount Instrument Ltd.
515 - 36th Ave. S.E.
Calgary, Alberta
243-7563

Jet Perforators Ltd.
1807, 727 - 6th Ave. S.W.
Calgary, Alberta
262-4156

Teletronics W.P. Ltd.
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Calgary, Alberta
243-5187

United Management Ltd.
332 - 7th Ave. S.W.
Calgary, Alberta
265-6180

DECEMBER, 1977

MONDAY

5

MONDAY

12

TUESDAY

6

TUESDAY

13

WEDNESDAY 7

WEDNESDAY 14

THURSDAY 8

THURSDAY 15

FRIDAY 9

FRIDAY 16

SAT. 10

SUN. 11

SAT. 17

SUN. 18

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DECEMBER, 1977/JANUARY, 1978

MONDAY 19		MONDAY 26	
TUESDAY 20		TUESDAY 27	
WEDNESDAY 21 End of Fall Quarter		WEDNESDAY 28	
THURSDAY 22		THURSDAY 29	
FRIDAY 23		FRIDAY 30	
SAT. 24	SUN. 25	SAT. 31	SUN. 1

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JANUARY, 1978

MONDAY 2

MONDAY 9

TUESDAY 3

Classes resume for
Winter Quarter

TUESDAY 10

WEDNESDAY 4

WEDNESDAY 11

THURSDAY 5

THURSDAY 12

FRIDAY 6

FRIDAY 13

SAT. 7

SUN. 8

SAT. 14

SUN. 15

McGavin Toastmaster

203 - 58th Ave. S.E.
Calgary, Alberta
255-7761

Chrysler Credit Union

504 - 5920 Macleod Tr. S.W.
Calgary, Alberta
253-6494

Ballem McDill & MacInnes

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263-3690

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272-1766

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269-4331

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JANUARY, 1978

MONDAY 16

A.C.A. commences
Second Semester

MONDAY 23

TUESDAY 17

TUESDAY 24

WEDNESDAY 18

WEDNESDAY 25

THURSDAY 19

THURSDAY 26

FRIDAY 20

FRIDAY 27

SAT. 21

SUN. 22

SAT. 28

SUN. 29

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253-7121

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264-8212

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266-4003

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253-7470

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Laboratories Ltd.**

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265-0252

JANUARY/FEBRUARY, 1978

MONDAY 30

MONDAY 6

TUESDAY 31

TUESDAY 7

WEDNESDAY 1

WEDNESDAY 8

THURSDAY 2

THURSDAY 9

FRIDAY 3

FRIDAY 10

SAT. 4

SUN. 5

SAT. 11

SUN. 12

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FEBRUARY, 1978

MONDAY 13

MONDAY 20

TUESDAY 14

TUESDAY 21

WEDNESDAY 15

WEDNESDAY 22

THURSDAY 16

THURSDAY 23

FRIDAY 17

FRIDAY 24

SAT. 18

SUN. 19

SAT. 25

SUN. 26



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FEBRUARY/MARCH, 1978			
MONDAY 27		MONDAY 6	
TUESDAY 28		TUESDAY 7	
WEDNESDAY 1		WEDNESDAY 8	
THURSDAY 2		THURSDAY 9	
FRIDAY 3		FRIDAY 10	
SAT. 4	SUN. 5	SAT. 11	SUN. 12

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MARCH, 1978

MONDAY 13		MONDAY 20	
TUESDAY 14		TUESDAY 21	
WEDNESDAY 15		WEDNESDAY 22	
THURSDAY 16		THURSDAY 23 End of Winter Quarter	
FRIDAY 17		FRIDAY 24 Good Friday — Institute closed	
SAT. 18	SUN. 19	SAT. 25	SUN. 26



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MARCH/APRIL, 1978

MONDAY 27

Easter Monday —
Institute closed

MONDAY 3

Spring Quarter
commences for all
Medical Science Programs

TUESDAY 28

Classes resume for
Spring Quarter

TUESDAY 4

WEDNESDAY 29

WEDNESDAY 5

THURSDAY 30

THURSDAY 6

FRIDAY 31

FRIDAY 7

SAT. 1

SUN. 2

SAT. 8

SUN. 9

APRIL, 1978

MONDAY 10

MONDAY 17

TUESDAY 11

TUESDAY 18

WEDNESDAY 12

WEDNESDAY 19

THURSDAY 13

THURSDAY 20

FRIDAY 14

FRIDAY 21

SAT. 15

SUN. 16

SAT. 22

SUN. 23

APRIL/MAY, 1978

MONDAY 24

MONDAY 1

TUESDAY 25

TUESDAY 2

WEDNESDAY 26

WEDNESDAY 3

THURSDAY 27

THURSDAY 4

FRIDAY 28

FRIDAY 5

SAT. 29

SUN. 30

SAT. 6

SUN. 7

MAY, 1978

MONDAY

8

MONDAY

15

TUESDAY

9

TUESDAY

16

WEDNESDAY 10

WEDNESDAY 17

THURSDAY 11

THURSDAY 18

FRIDAY 12

FRIDAY 19

SAT. 13

SUN. 14

SAT. 20

SUN. 21

MAY/JUNE, 1978

MONDAY 22		MONDAY 29	
TUESDAY 23		TUESDAY 30	
WEDNESDAY 24		WEDNESDAY 31	
THURSDAY 25		THURSDAY 1	
FRIDAY 26		FRIDAY 2	
SAT. 27	SUN. 28	SAT. 3	SUN. 4

JUNE, 1978

MONDAY 5		MONDAY 12	
TUESDAY 6		TUESDAY 13	
WEDNESDAY 7		WEDNESDAY 14	
THURSDAY 8		THURSDAY 15	
FRIDAY 9		FRIDAY 16 End of Spring Quarter	
SAT. 10	SUN. 11	SAT. 17	SUN. 18

JUNE, 1978			
MONDAY 19		MONDAY 26	
TUESDAY 20		TUESDAY 27	
WEDNESDAY 21		WEDNESDAY 28	
THURSDAY 22		THURSDAY 29	
FRIDAY 23 End of Spring Quarter for all Medical Science Programs		FRIDAY 30	
SAT. 24	SUN. 25	SAT.	SUN.

NOTES

NOTES

FRESH WEEK

First Bar-B-Q
Concert
Fishes
Winter Concert
Sinnerama
Winter Concert

NOTES

FROSH WEEK

Wednesday, September 28

Free!! Bar-B-Q 5:00

In Front Of S.A.B.

Concert Gym 8:30

To Be Announced \$4.00

Thursday, September 29

Cabaret Gym 8:30 - 1:00

5TH AVENUE ALL-STARS \$3.50

Friday, September 30

Shinerama

All Day

Shiner Cabaret Gym 8:30 - 1:00

Cambridge \$3.50

Shiners Free!

Package Price — All 3 Events — \$10.00

Shiner Package \$7.00

Available at Activities Centre, S.A.B.

COME OUT AND SHINE

SHINERAMA

COME OUT AND SHINE

Friday, September 30, 1977

give a child a breath of life

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